

~~CONFIDENTIAL~~

Report for Week Ending 22 August 1956
from
FORMS MANAGEMENT BRANCH

NUMBERED PROJECTS

25X1A9a

25X1A9a 4-85 - Information Report Study [REDACTED] DC, RC/RQM and I briefed
25X1A9a [REDACTED], NEA, [REDACTED], Indian Desk and 5 other NEA Reports Officers
on use of the several combinations of Field and Headquarters Information Re-
ports, Forms 1a, 1a-1, 1b and 1c by field stations in which field and head-
quarters reports may be simultaneously prepared by field personnel. Tentative
agreements were obtained to install these forms and procedures in all of those
NEA stations where Reports Officers are currently stationed or where opera-
tional personnel are believed to have the capabilities of turning out mini-
mum quality reports. Mr. [REDACTED] indicated that the Div. Chief was whole-
heartedly supporting these proposals and would give the project his full
backing. The Reports Officers received our proposals with enthusiasm and
indicated immediate action would be taken to explore speedy installation of
the forms and system with the field stations. A previous agreement reached
with [REDACTED] of the [REDACTED] station materially contributed to the ready
acceptance of these forms by the rest of NEA. 25X1A9a

PENDING PROJECTSDD/S AREA

- 25X1A9a 1. Forms Contract [REDACTED] - Continued preparation and handling tests. GPO is con-
ducting artificial aging and porosity tests. Running tests have been tenta-
tively scheduled for next week, with test evaluations to follow. Printed
pricing sheets have been received on NCR paper and will be used by PD/OL to
make price comparisons on the basis of last years business.
2. Revision of "Personal History Statement", Form No. 144, [REDACTED] - Three 25X1A9a
pages of this form are currently back with the [REDACTED] having 25X1A5a1
final corrections made on the final copy. When these pages are available
every effort will be made to speed final coordination and early procurement.
3. "Periodic Supplement - Personal History Statement" [REDACTED] - Photostats 25X1A9a
have been received of final type copy of this new form and are being reviewed
for necessary changes. Corrected photostats will be returned to the Printing
Services Division either today or tomorrow.

Agency-Wide

- 25X1A9a 1. Official Dispatch Forms and Continuation Sheets - Forms 53, 53a, 53b and 53c
25X1A9a [REDACTED] - Completed development of prototypes, testing of paper and
carbon samples; developed specifications. Final coordination with [REDACTED]/DD/P
and OC [REDACTED] will be accomplished this week in colla-25X1A8a
boration with Mr. [REDACTED].

25X1A9a
25X1A9a

~~CONFIDENTIAL~~

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	4	9	-	13
Revision	2	2	10	3	17
Reprint	-	-	2	1	3
Total	2	6	21	4	33

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	2	-	2	-	4	31,750
Revision	2	-	5	3	10	171,400
Reprint	2	7	5	5	19	757,900
Total	6	7	12	8	33	961,050

25X1A9a